



**State of Tennessee**  
**Department of Children's Services**

**Administrative Policies and Procedures: 21.9-DOE**

<b>Subject:</b>	<b>Liaison Teacher</b>
<b>Authority:</b>	TCA 37-5-106
<b>Standards:</b>	ACA 2-9334, 2-9399
<b>Application:</b>	To all Youth Development Centers and Field Services Staff.

**Policy Statement:**

The school principal or designee shall be the liaison in each Department of Children's Services school to communicate with the liaison persons in the schools of the community as directed by the Interdepartmental Agreement between the Department of Children's Services and the Department of Education.

**Procedures:**

<b>A.</b>	The liaison at the student's placement and the student's Probation Officer will work with the local school system in planning for the student and will coordinate transition of the student's placement and/or transfer between the Department of Children's Services residential facility and the community.
<b>B.</b>	The liaison will work with the Probation Officer in transmitting records between the Department of Children's Services and local education agencies.

<b>Forms:</b>	<i>None</i>
---------------	-------------

**(Note: This Policy Cannot Be Revised Without Prior Permission of Chancery Court, Davidson County, Nashville, Tennessee.)**